

Brittany E. Lutz

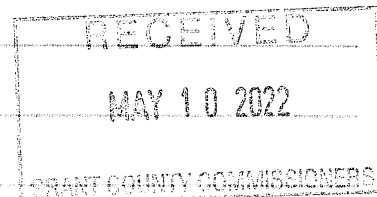
From: noreply@civicplus.com
Sent: Tuesday, May 10, 2022 10:53 AM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

****EXTERNAL EMAIL****

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OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Ashley Avalos
Dept/Committee	Renew - Prevention
Date of Request	5/10/2022
Travel Type	Out of State Travel
Departure Date	7/17/2022 5:00 AM
Return Date	7/22/2022 6:00 PM
Funding Source	Grant
Account Code	Field not completed.
Destination (City, County, State)	Orlando, Orange, FL
Purpose of Travel	CADCA Mid-Year Institute
Hotel - GSA Rate	129.00
Hotel - Nightly Rate	195.00
Cost Application	Conference Rate
Rental Car Required	No
Hotel Total	1116.38
Conference Fee	695.00
Daily M&IE at Destination	69.00
Rental Car Cost per day	0



Explanation for Rate
(required if hotel cost is
greater than per diem, or
government rate)

Government rate rooms sold out

Air Carrier

Delta

Cost of Flight

1002.20

Total trip cost (Include all
cost totals)

3250.50

Preparer's Name

Tristyn Eldredge

Preparer's Title

Accounting Technician

Preapproved by EO/DH?

Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

Email not displaying correctly? [View it in your browser.](#)

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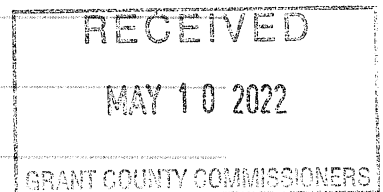
From: noreply@civicplus.com
Sent: Tuesday, May 10, 2022 10:38 AM
To: BOCC Consent
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OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Megan Watson
Dept/Committee	Renew - Prevention
Date of Request	5/10/2022
Travel Type	Out of State Travel
Departure Date	7/17/2022 5:00 AM
Return Date	7/22/2022 6:00 PM
Funding Source	Grant
Account Code	Field not completed.
Destination (City, County, State)	Orlando, Orange, FL
Purpose of Travel	CADCA Mid-Year Training Institute
Hotel - GSA Rate	129.00
Hotel - Nightly Rate	195.00
Cost Application	Conference Rate
Rental Car Required	No
Hotel Total	1116.38
Conference Fee	695.00
Daily M&IE at Destination	69.00
Rental Car Cost per day	0



Explanation for Rate
(required if hotel cost is
greater than per diem, or
government rate)

Government rooms are sold out

Air Carrier

Delta

Cost of Flight

1002.20

Total trip cost (Include all
cost totals)

3250.50

Preparer's Name

Tristyn Eldredge

Preparer's Title

Accounting Technician

Preapproved by EO/DH?

Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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